

---

# Request for Change of Assignment

## **1013.1 PURPOSE AND SCOPE**

It is the intent of the Department that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made.

## **1013.2 REQUEST FOR CHANGE OF ASSIGNMENT**

Personnel wishing a change of assignment are to complete an Inter-Office Memo. The memo should then be forwarded through the chain of command to their Division Captain.

### **1013.2.1 PURPOSE OF MEMO**

The memo is designed to aid employees in listing their qualifications for specific assignments. All relevant experience, education and training should be included when completing this memo.

All assignments an employee is interested in should be listed in the memo.

The memo will remain in effect until the end of the calendar year in which it was submitted. Effective January 1<sup>st</sup> of each year, employees still interested in new positions will need to complete and submit a new memo.

### **1013.3 SUPERVISOR'S COMMENTARY**

The officer's immediate supervisor may make appropriate comments on the memo before forwarding it to the Patrol Lieutenant of the employee involved. In the case of patrol officers, the Patrol Lieutenant may comment on the request with his/her recommendation before forwarding the request to the Division Captain. If the Patrol Lieutenant does not receive the Change of Assignment Request memo, the Division Captain will initial the memo and return it to the employee without consideration.